



FAIR POLITICAL PRACTICES COMMISSION

JOB OPPORTUNITY BULLETIN

POSITION: SPECIAL INVESTIGATOR (NON-PEACE OFFICER)

DIVISION: ENFORCEMENT

SALARY: Range A \$3902 – 4480

Range B \$4454 – 5363

Range C \$4888 – 5899

TENURE: LIMITED TERM (5 months)

TIME-BASE: Full-Time

FINAL FILING DATE: UNTIL FILLED

Duties and Responsibilities: Under the direction of the Supervising Special Investigator II and the lead of a senior Special Investigator, incumbents conduct the difficult, complex and sensitive investigations of suspected violations of laws, rules and regulations pertaining to the Political Reform Act of 1974. Incumbents may work alone and have independent responsibility for an entire investigation in the performance of assigned investigations.

Candidates must be able to perform the following functions with or without reasonable accommodations. Analyze and evaluate facts, statements and other evidence obtained from investigations which relate to possible violations of the Political Reform Act. Contact and interview individuals who may have knowledge of violations of the Political Reform Act. Prepare correspondence and investigative reports detailing case evaluations, analyses and evidence received in connection with investigations undertaken. Obtain, analyze and evaluate public documents filed with the Secretary of State, Fair Political Practices Commission and other state and local agencies. Establish and maintain cooperative relationships with federal, state, local officials and agencies. Serve legal papers, subpoenas and other legal documents. Appear as a witness at civil or administrative proceedings.

Desirable Qualifications: Aptitude for investigation work; willingness to travel throughout the State and to work long and irregular hours as required; knowledge of and/or experience with accounting, legal records, campaigns, elections, lobbyist activities, and /or California State and local government; ability to speak and write effectively, establish and maintain effective working relationships with staff and the public; and neat personal appearance.

WHO MAY APPLY: Eligible candidates who are current state employees with status in the above classification or lateral transfers from an equivalent class, former state employees who can reinstate into this class or persons who are reachable on a current employment list for this classification. All interested applicants must submit a standard State Application Form STD 678 (with original signature), and must clearly indicate the basis of their eligibility in line item number 12 (explanation) of the STD 678.

Where to Apply: Applications will be screened and only the most qualified candidates will be scheduled for an interview. If you wish to be considered for the position please forward a State application (STD. 678) and resume' to:

Fair Political Practices Commission
Attn: Pennie Conroy
428 J Street, Suite 620
Sacramento, CA 95814

Contact: Pennie Conroy, (916) 327-8692

Release Date 01/31/12

It is the policy of the Fair Political Practices Commission to prohibit any form of discrimination based on race, sex, religion, age, national origin, sexual orientation or disability in every phase, or personnel policy and practice, in the recruitment, employment, advancement and/or treatment of all employees and applicants.